# DRAFT 5/23/19

# STUDENTS N09.36

School‑Related Student Trips

The Board encourages school-related student trips that are an extension of classroom work and an integral part of the educational program. Such trips shall be authorized only when they are directly related to at least one of the six (6) goals specified in KRS 158.6451 (1)(b).

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

Chain of Approval

The Principal’s prior approval is required for the following categories of trips:

* 1. All regularly scheduled athletic events;
	2. All athletic trips that are part of a tournament or play-off in which the school is a participant; and
	3. All school-related trips made within a 100-mile radius of the school.

Use of certificated common carrier service shall be authorized by the Board on a case‑by‑case basis, and the reasons to justify such use shall be cited in Board minutes.3

Overnight/Out-of-State Trips

The Board shall approve all overnight, out-of-state trips exceeding a 100-mile radius of the school.

Drivers/Vehicles

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.1

Buses, vans, and drivers shall be requested in advance by the Principal who shall make a written request to the Director of Transportation.

Non-School District Transportation

The District shall provide transportation in District-owned vehicles or by Board-approved certificated common carrier service for all school-sponsored or school-endorsed trips whether in-state, out-of-state, or out-of-country. All school-endorsed trips shall be funded by the school activity and/or student.

Parents/guardians shall be permitted to decline use of District provided transportation for their child returning from, any school-sponsored or school-endorsed trip taken after the school day. Parents/guardians who make the voluntary choice to decline District-provided transportation shall be required to sign a waiver on a form created for that purpose by the District.

The school Principal shall determine the date, no later than two (2) days prior to the trip, that the signed and dated waiver must be received by the Principal/designee. Waivers must be kept on file at least one (1) calendar year from the date of receipt.

In no event and under no circumstances shall a Principal/designee accept a form waiving school District-provided transportation, the effect of which would lead to a student being transported in a vehicle to be driven by an enrolled District student or anyone under the age of twenty-one (21). If District-provided transportation to a school-sponsored or school-endorsed trip is declined by parents/guardians for their child, the District expressly hereby advises that neither it nor its employees or officials will assume liability or otherwise be held accountable for either the means or safety of the transportation chosen as an alternate to District-provided transportation.

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#  (Continued)

School-Related Student Trips

Supervision

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.2

Insurance

Only Board-insured vehicles or appropriately certificated common carriers shall be used for transporting students.3

Medication

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent’s designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

Parents' Approval

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school‑sponsored trips.

References:

1KRS 156.153

2KRS 161.185

3702 KAR 5:060

 KRS 158.110, KRS 158.838; KRS 160.340, KRS 189.125; KRS 189.540

 702 KAR 1:160; 702 KAR 3:220, 702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130

 702 KAR 7:125

Related Policies:

03.1321; 03.2321; 09.15; 09.122; 09.221; 09.2241